

ROCHESTER PARK AND RECREATION DEPARTMENT
201 4 STREET SE ROOM 150
ROCHESTER, MINNESOTA 55904

PLUMMER HOUSE RULES AND REGULATIONS

*****PLEASE READ CAREFULLY*****

<p><u>2007 RATES</u> \$350 Monday thru Thursday, excluding June & December \$450 for up to 50 people \$550 for 51 to 100 people</p>

1. The **MAXIMUM** number of people allowed at any event at the Plummer House is 100, whether the function is held indoors or outside.
2. The rental fee is for the Plummer House itself. The grounds may be used when renting the House but cannot be reserved. Renters are allowed to use the first and second floors of the Plummer House. **The third floor ballroom is not to be used for functions.** The ponds in the lower gardens are turned on May 15th and drained after September 15th. The gate at the top of the service road leading to the lower gardens is kept locked. It can be opened to allow handicap accessibility by contacting the caretaker and making arrangements. Hauling of any furniture/equipment via the service road is NOT ALLOWED.
3. Tents are not allowed to be placed any where on the grounds.
4. **NO DANCES ARE ALLOWED.** Background music such as pianos, small combos or recorded music is acceptable. No bands or music machines. The electronic piano in the living room can be used, but it must be left in its present location.
5. The Plummer House is open to renters from 9:00 a.m. to 11:00 p.m. Renters are responsible for set-up and clean up of their function. Clean up includes putting trash in proper containers, clean up of the kitchen, putting tables and chairs away, and putting furniture back in original location.
6. All candles must be **DRIPLESS** and have a protective covering under them.
7. Any type of rehearsal would have to be accommodated within the 9:00 a.m. to 11:00 p.m. timeframe on the date of rental. Rehearsals are not allowed the evening before your event unless you have rented the House for the rehearsal.
8. Any and all graduation events held at the Plummer House are limited to no more than two (2) families.
9. There will be no sale of alcoholic beverages (cash bar), but these may be given away. Renters may use any caterer they want. No restrictions. Food should be served and eaten on the main floor only.
10. Renters are responsible for the conduct of their guests and for any damage to the Plummer House or its contents.
11. The parking lot accommodates approximately 40 cars. Please park in an orderly manner. **NO PARKING IN CIRCLE DRIVE IN FRONT OF THE HOUSE.**
12. No throwing of rice, bird seed or confetti in the Plummer House or near the front door.

13. There are 10 eight-foot banquet tables and approximately 100 chairs available for use at the House. Chairs with cloth coverings should not be used for outside functions. No tables or chairs are allowed to be set up on the second floor. There are no tablecloths. The kitchen is equipped with a stove and two refrigerators (one with freezer) and a new commercial-style dishwasher. A 90-cup coffee maker is available (takes 5 to 7 cups of ground coffee per pot). The fireplace in the living room is functional. Wood is provided - please provide paper and kindling to start fire.
14. There is no AV equipment available (TV, VCR, screens, etc.)
15. **REFUND POLICY** – Cancellations will be accepted in writing until 2 months (60 days) prior to the event. We will refund all but \$50.00. No refund if cancelled within 60 days.
16. A \$200.00 deposit is required to secure any phone reservations for the following year only if rates have not been set.